

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

July 27th, 2016

NIP Conference Center – 900 Route 9 North Woodbridge, NJ at 10:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:05 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York – *Absent (late)*
Naiima Fauntleroy- City of East Orange
David Brown – Borough of Roselle - *Absent*
William Broughton – Township of Teaneck
Louis Copeland – City of Orange – *Absent*

APPROVAL OF MINUTES OF June 21st 2016 Meeting

MOTION: Commr. Dabney
SECOND: Commr. Cherone
ABSTAIN: Fernandez; Cherone

VOTE: ROLL CALL

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York – *Absent*
Naiima Fauntleroy- City of East Orange
David Brown – Borough of Roselle - *Absent*
William Broughton – Township of Teaneck
Louis Copeland – City of Orange – *Absent*

ADOPTION OF RESOLUTIONS

MOTION TO APPROVE RESOLUTIONS

- Resolution 20-16 – Approving Certain Disbursements totaling \$656,885.44
- Resolution 21-16 – Approving Claims Payments totaling \$351,843

MOTION: Commr. Cherone

SECOND: Commr. Fauntleroy

Ricardo Fernandez – City of Passaic
Adam Cruz - City of Perth Amboy
Karen Dabney – City of Plainfield
Jamie Cryan - Town of West New York – *Absent*
Naiima Fauntleroy- City of East Orange
David Brown – Borough of Roselle - *Absent*
William Broughton – Township of Teaneck
Louis Copeland – City of Orange – *Absent*

EXECUTIVE DIRECTOR REPORT

- **Fast Track Report** – Mr. Hall shared that the June Fast Track will be released after the Mid-Year Actuarial Study is complete.
- **Mid-Year Actuarial Report Status** – Mr. Hall reported that all data has been sent to the Actuary, and we are awaiting the first draft report.
- **2015 Audit Results (A. Hodulik)** – Mr. Hodulik reported that the 2015 Financial Audit was complete, with no comments or recommendations.

UNDERWRITING REPORT – Robert Smith (NIP Group)

- **Renewals** – Mr. Smith provided each Risk Manager a detailed description of the specific data and applications that are outstanding to the GSMJIF for the 2017 Renewal. The due date is August 1st.
- **Loss Runs** – Mr. Smith reported that we require 10 years of WC losses and 5 years of all other lines.
- **Website Update** - Website updates have been completed and have been tested. If anyone is having any issues with the site, please let me know immediately. If anyone needs additional log-ins or training, please notify me and I can take care of this.

SAFETY DIRECTOR (Anthony Ven Graitis and Debbie Perillo)

- **Zika and other Pathogens Bloodline Diseases** - Zika is a viral infection that is primarily spread by the bite of an infected mosquito but can also be spread by sex with an infected partner. As of the date of this presentation, there have been no locally transmitted cases of Zika in the United States, although health officials believe it can start in the southern areas of the nation, especially in Florida. The main concern is the risk to pregnant women and the potential spread of the disease to unborn babies, where serious birth defects can arise including microcephaly. As of

now, risk control is advising that member employees take the necessary precautions when traveling to regions where transmission of the virus is ongoing and widespread, including avoiding these areas. The CDC website: www.CDC.gov/zika/geo or the Pan American Health Organization: www.paho.org , has additional information and a listing of countries and regions with active outbreaks.

- **Online Training** - On line training is available for all employees including general safety training and driver safety training including SERVE and distracted driving.
- **Distracted Driver Training** - As part of Distracted Driving awareness month, the PEJIF is continuing to offer on line distracted driver training. A list of employees and their email addresses is all that is needed to set up the training. Please reach out to risk control if you are interested in setting up this training.
- **DPW/Fire Roundtable** - The DPW and Fire Roundtables are being set for September. Look for announcements in the upcoming weeks.
- **Heat Stress** - With the record setting heat recently hitting the area with no end in sight, it is imperative that supervisors take proper precautions to ensure the safety of their employees including taking frequent breaks, having “cooling rooms” or areas available for affected employees, permitting frequent water breaks and ensuring ample amounts of cool water, working on off hours, either earlier or later in the day, and closely watching employees for symptoms of heat stress.
- **PPE/Eye Protection** - this is a continued focus of risk control as employees have been recently observed not wearing proper eye protection while working with power equipment during site inspections. Supervisors must continue to enforce municipality safety rules with all employees.
- **July – National Eye Injury Protection Month** - This is a continued focus of risk control as employees have been recently observed not wearing proper eye protection while working with power equipment during site inspections. Supervisors must continue to enforce municipality safety rules with all employees.
- **Supervisor Training** - Employees must be held accountable for their actions and performance by supervisors. Unfortunately, not every employee promoted to the position of supervisor is ready for the job. This available training reviews the best practices of supervising others’ works and the principals of effective leadership. An announcement regarding available training will be made in the upcoming weeks.
- **Disciplinary Programs** - Progressive discipline is a must for ensuring employees are held accountable for their actions and job performance. Risk control personnel are available to assist with reviewing employee handbooks to ensure a proper policy is in place. Available supervisor training also addresses progressive discipline with employees.
- **Crossing Guard Requirement Reminder** - Risk Control reminds members that with school openings quickly approaching now is the time to review your crossing guard safety program including available PPE, hiring of fit crossing guards who pass a medical evaluation attesting to their hearing, sight, and agility to perform the job safely, and training available for staff.

CLAIMS REPORT - Conrad Cyriax, James Renner & Robert Persico – (NIP Group)

- **Presentation by Monica Lynch of Kinematics on Functional Capacity Examinations & Fit for Duty Examinations** - Monica Lynch presented how the therapists at Kinematics actually conduct a functional capacity and fit for duty exam. Via a slide presentation she was able to show the different type of testing that measure the patient’s capabilities and whether they are fit to perform the functions of their job.

MEMBER UPDATES - Each member gave an update on their respective Township/Borough/City since our last meeting.

TREASURER’S REPORT

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Secretary Dabney made a motion to adjourn the meeting at 11:16am and Commissioner Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

Jonathan Hall

Ricardo Fernandez

ALSO PRESENT:

- Jonathan Hall – NIP
- James Renner – NIP
- Madeline Delgado – NIP
- Conrad Cyriax - NIP
- David Springer – NIP
- Gail White – Scirocco
- Kathleen Guze – D & J Alternative
- Paul Anzano – PQA
- Brian Erlandsen – BGIA
- Robert Smith – NIP
- George Crosby – BGIA
- Earl Miller – Advisors
- Monette Galello – CRC
- Sarit Greenman – Conventus
- Patti Fahy – Reliance
- Kelly Royce – First MCO
- Nancy Fowlkes – Inservco

Shanell Booker – Inservco
Andrew Hodulik – Hodulik & Morrison
Steve Daveggia – NIP
Zach Edelman – Fairview
Robert Persico – NIP
Anthony Ven Graitis – NIP
Steve Edwards - BGIA